DISCHARGE MODULE

- ✓ Discharge
- ✓ Legal
- ✓ Status
- ✓ Diagnosis
- ✓ Substance Abuse
- ✓ Treatment Summary
- ✓ Client Satisfaction

IDPH Iowa Department of Public Health

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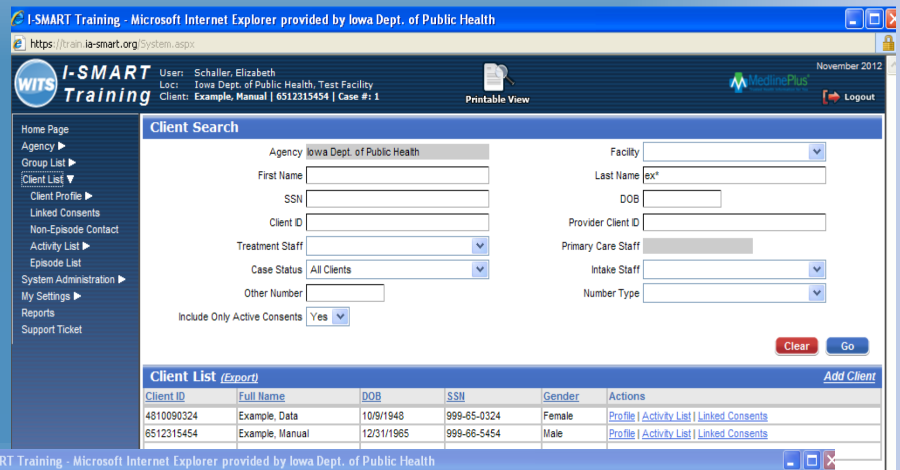
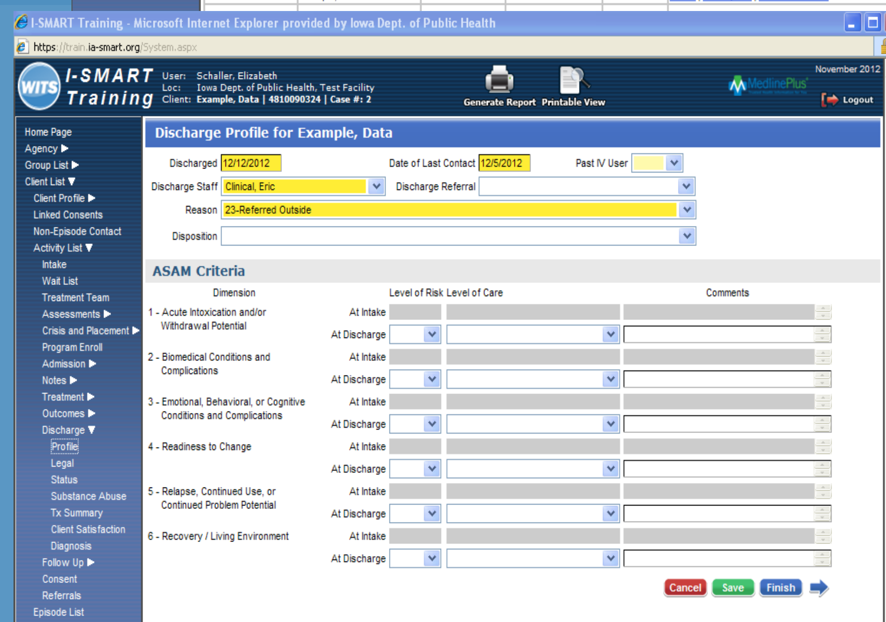
FEi Systems

Discharge

Discharge





1. **Entry Steps: Client Profile, Intake, Admission.**

- You have completed the **Client Profile**, **Intake, Admission, Notes, Treatment Plans,** and possible other activities in this client file. Go to **Client List** and select the client of interest.

1. If you have not yet ended the client's program enrollment, you should do that now. If you click on the **Discharge** menu item, I-SMART will take you to the **Program Enrollment** screen automatically to end the client enrollment. Otherwise, go to the **left-hand** menu and select **Discharge.** You will be placed in the **Discharge/Discharge Profile** screen, the first of 3 discharge screens.

2. **Client Identity**: The selected client will be identified at the top of the **Discharge** screen.

3. **Profile:** The system will populate the **Discharge Date** with both the **Discharged** date (current date) and the **Date of Last Contact** (clinical contact). You may override this date by manually typing in another date.

4. **Past IV User** field will become required depending upon which discharge **Reason** is selected. Required fields in the **Discharge** module are determined by the **Reason**.

5. **ASAM Criteria**: For each dimension, the level of care and level of risk determined at **Intake** will be in read-only format. Provide the **Level of Care** and Level of Risk determination at *discharge* for each dimension.

Discharge

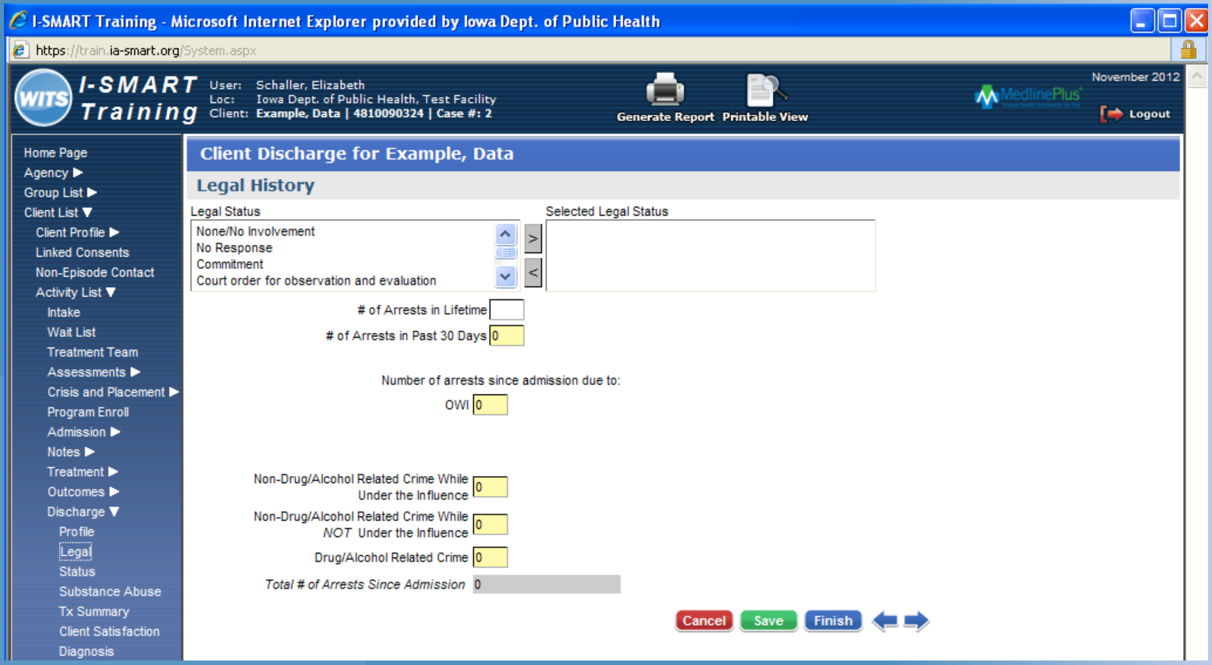
Legal History

7. This screen allows the user to enter discharge information regarding the client's previous and current legal status.

8. **Legal History:** Select the appropriate values from the **Legal Status** box and click the right pointing arrow. This will place your selection in the **Selected Legal Status** box. To remove a selection from the **Selected Legal Status** box highlight the selection and click the left pointing arrow.

9. **State-Required text boxes:** Indicate the number of incidences as appropriate to the question by typing in a number in the appropriate text box.

10. Click **Next** to proceed to **Status Changes**.

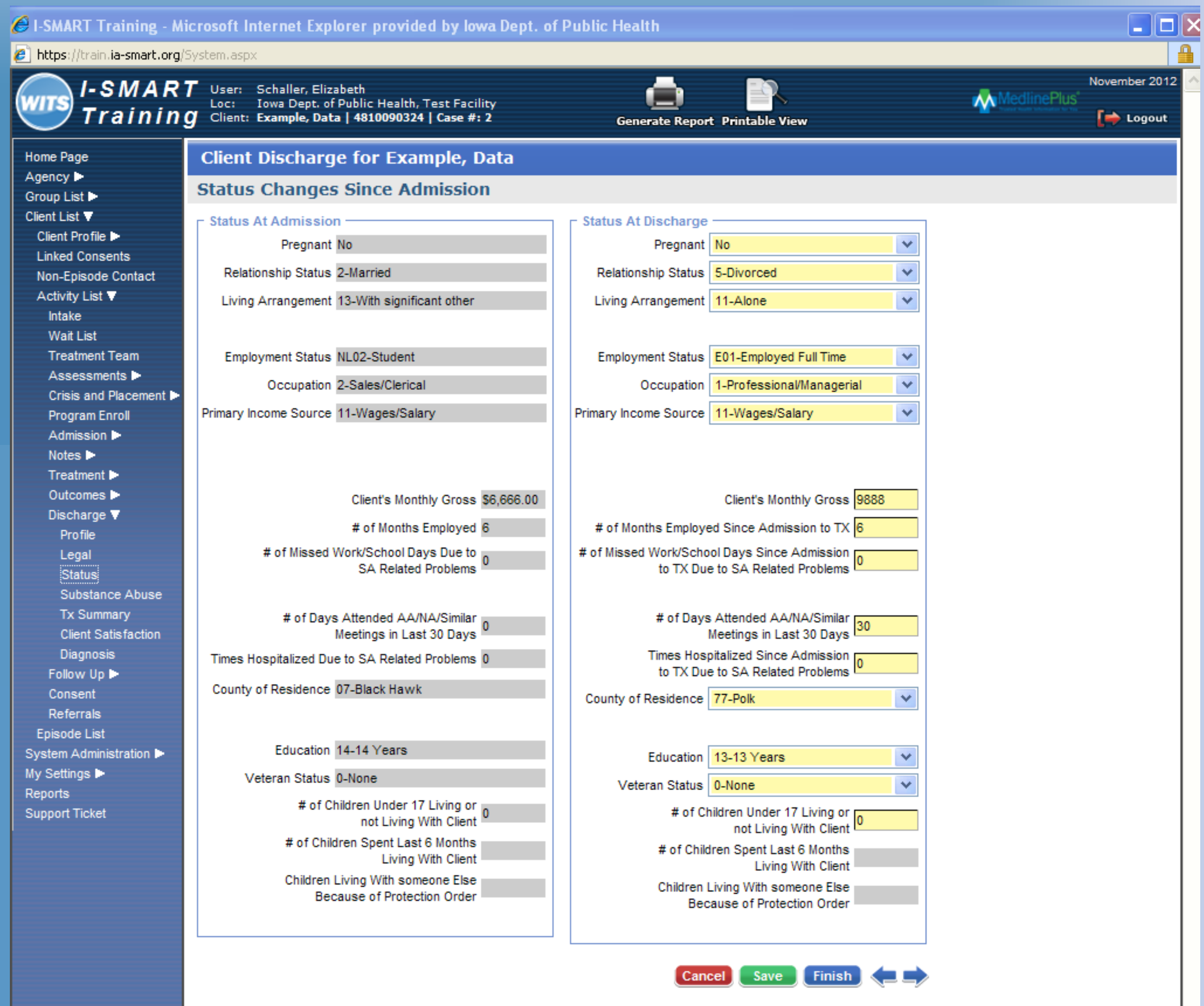


Discharge

Status Changes

11. This screen allows the user to compare admission and discharge information for various domains of information. The status at admission is pre-populated from the admission module. Complete all the information for the **Status At Discharge** by selecting the appropriate response from the drop down or entering the response in the text box.

12. Click **Next** to go to the **Substance Abuse** screen.

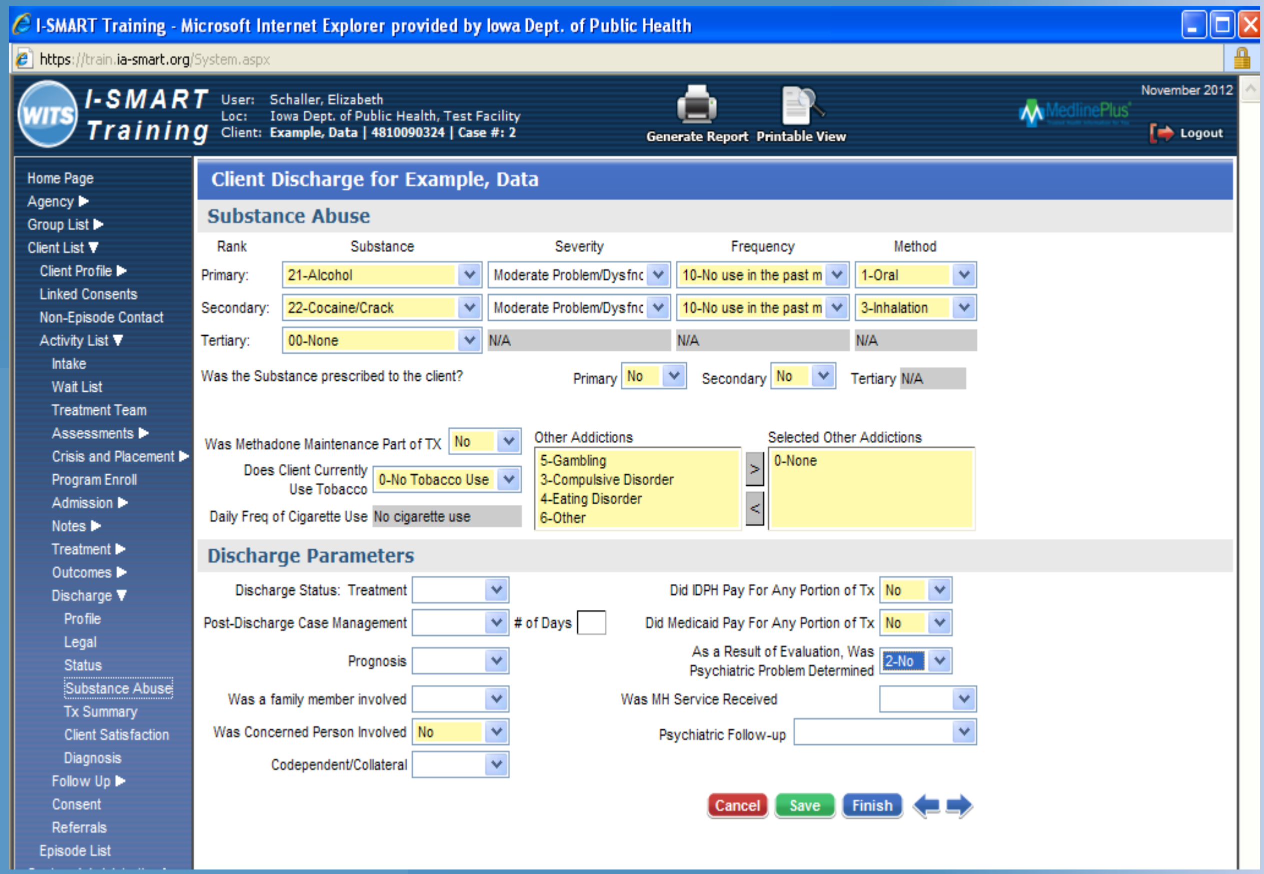


Discharge

Substance Abuse

13. This screen is used to capture the substances abused by the client at time of discharge. The **Primary** and **Secondary** substances will be pre-populated fro the **Admission** Module. Edit the F**requency**, and **Method** to reflect the status at **Discharge.** If the client is using any other substance at the time of discharge document it in the **Tertiary** category.

14. Complete other required fields as needed. Click **Next** to go to the **Treatment Summary** screen.



Discharge

Treatment Summary

15. The **Presenting Problem** will pre-populate from the Intake module.

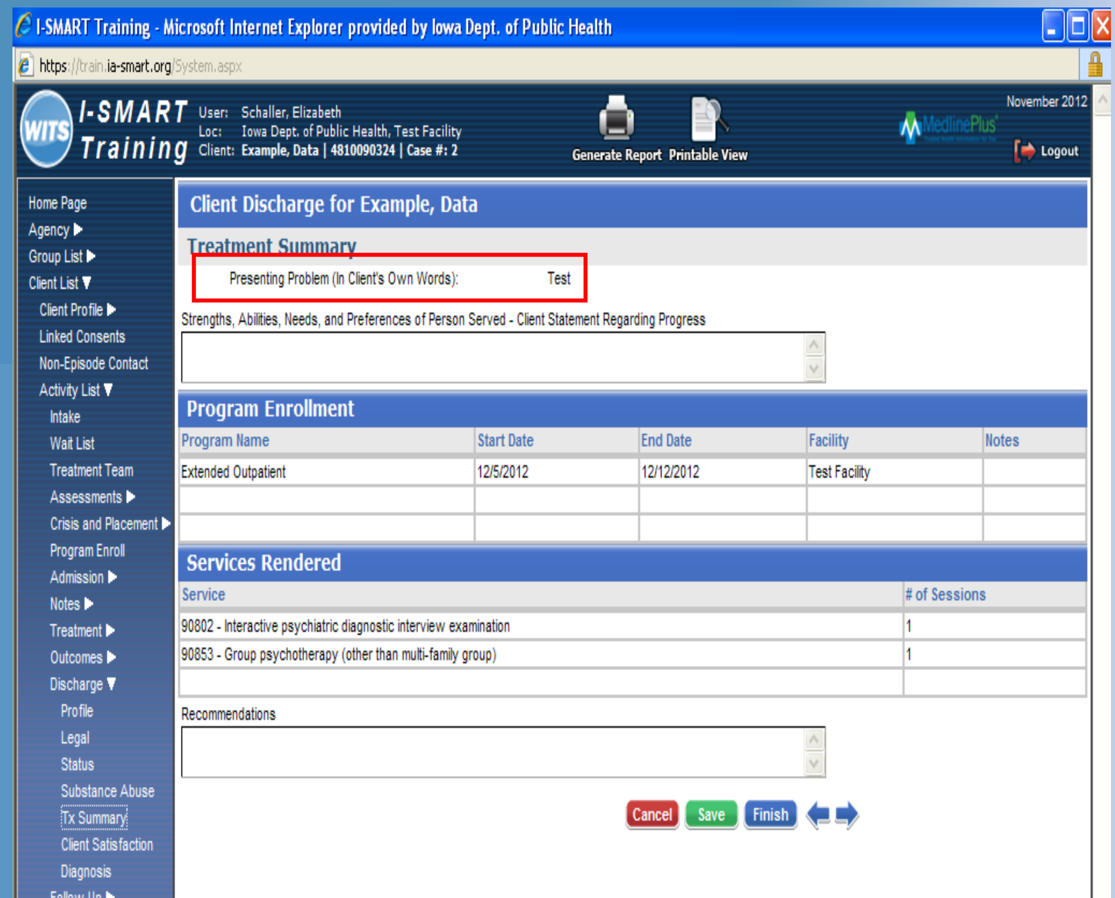
16. Complete the field on **Strengths, Abilities, Needs…** as appropriate.

17. The summary of **Program Enrollment** will pre-populate with the information entered in the **Program Enrollment** screen in the **Admission** module.

18. **Services Rendered** will pre-populate with the information entered in the **Encounter/Planned Services** module.

19. Complete the **Recommendations** field as appropriate.

20. Click **Next** to go to the **Client Satisfaction** screen.

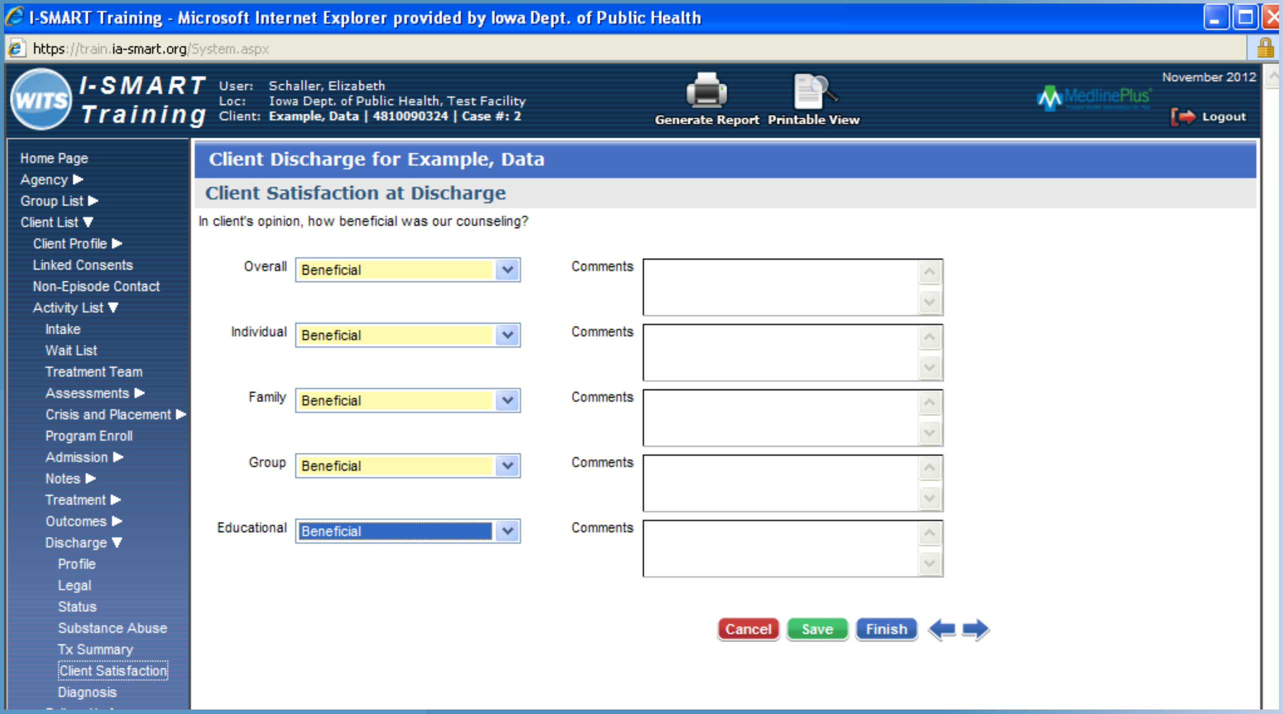


Discharge

Client Satisfaction

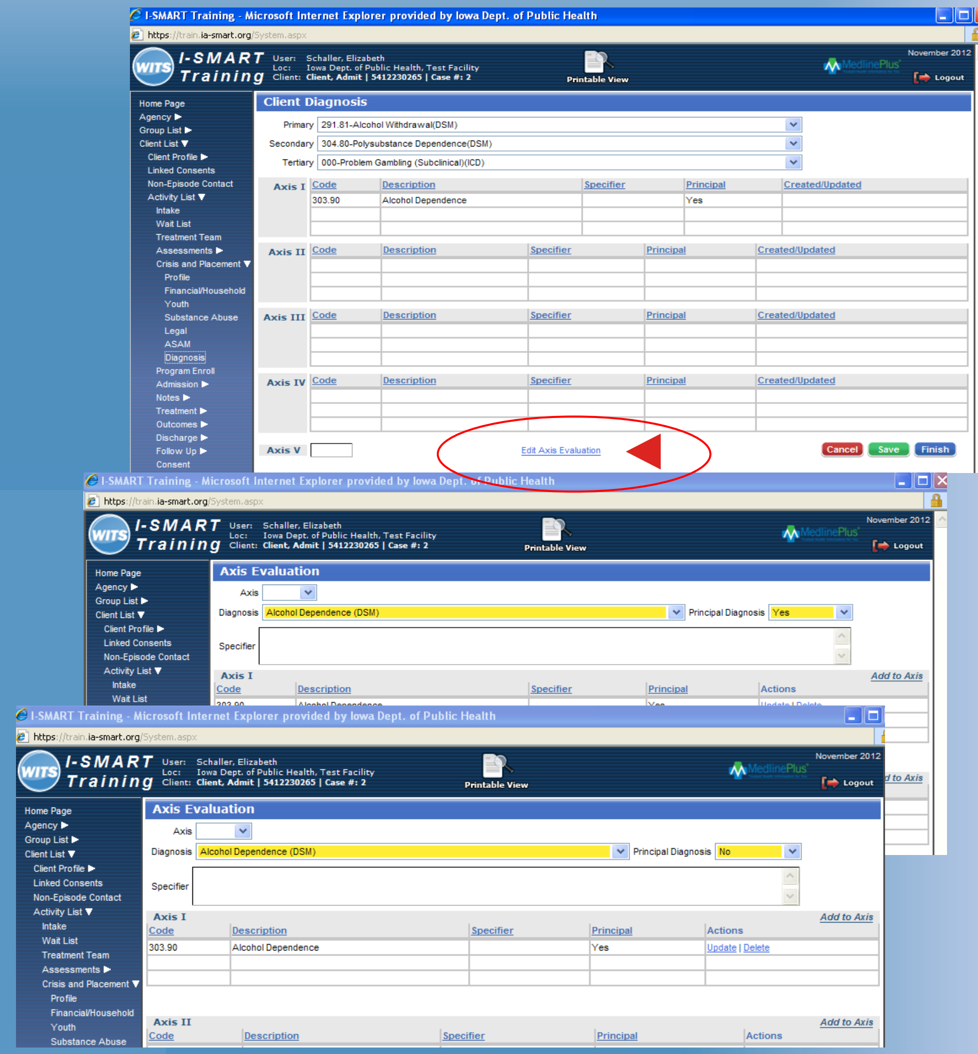
21. Select the appropriate client opinion response from each of the drop down fields. Provide additional details in the comments box if necessary.

22. Click **Finish** to return to the **Activity List**.



Discharge

Client Diagnosis



23. **Select Primary Diagnosis:** If you know the diagnostic code, you can choose the appropriate diagnosis by clicking the drop down field. Then hold down the number of the code to scroll to the proper selection. For example, the client's diagnosis is 303.90. Simply click on the field and hold the 3 key down until the desired selection scrolls into view. Select **Secondary** and **Tertiary** diagnoses in this same manner.

23. **Note**: If a diagnosis was entered in the Crisis or Placement Screening preceding this discharge, it will not be brought forward to populate this screen.

24. In this same manner, enter the appropriate **Priority (Primary, Secondary, or Tertiary)** for each diagnosis you enter.

25. To add diagnostic codes to the Axes, click the **<u>Edit Axis Evaluation</u>** hyperlink. This will open the **Axis Evaluation** screen. You can then choose the appropriate diagnosis to add to each axis. For example, Choosing Alcohol Dependence and clicking the **<u>Add to Axis</u>** hyperlink in the Axis I box adds this diagnosis to Axis I.

26. In this same way, you can continue adding to either Axis I or the other Axes as desired.

27. **Finish** will take you back to the Client Diagnosis screen with diagnoses added to each axis.